

INFORMATION FOR APPLICANTS WITH MILITARY COMMITMENTS (ACTIVE-DUTY, RESERVE DUTY ETC.)

SUBJECT: Transfer of Commissioned Officers to the Commissioned Corps of the U.S. Public Health Service (PHS)

Primary References: (a) DoD Directive 1300.4, subject as above, dated April 2, 1984
(b) Personnel Instruction 5, Subchapter CC 23.3, "Inter-Service Transfer of Commissioned Officers" (DHHS)
(c) Personnel Instruction 4, Subchapter CC 23.3, "Appointment Standards and Appointment Boards"

I. Basic Standards

The PHS will accept your application for appointment on form PHS -50, Application for Appointment as Commissioned Officer, **without** a conditional release, if we determine you meet the basic criteria for appointment which are as follows:

- 1) Age. Be less than 44 years of age at time of appointment. Time spent in active service with one of the seven Uniformed Services (excludes weekend drill time for reservists) is counted as off-setting service. For example, a 47 year old applicant with 4 years of active federal military service with the U.S. Army would be viewed as 43 years of age with the off-setting active service. Also, applicants with up to 5 years active service with the Public Health Service, other than as a commissioned officer, which the Surgeon General determines is comparable to service performed by a commissioned officer of the U.S. Public Health Service, will have this time counted as off-setting service.
- 2) Military Service. Cannot exceed 8 years of active federal military service.
- 3) Citizenship. Must be a U.S. Citizen.
- 4) Must have a qualifying degree (which varies by category). A qualifying degree is one which has been accredited or approved by a nationally recognized professional accrediting body or bodies acceptable to the Director, Division of Commissioned Personnel. Accrediting bodies acceptable to the Director, DCP are found in CCPM CC23.3, Instruction 4, Page 17.
- 5) Suitability Issues. Must be no obvious pending suitability issues which might preclude commissioning.
- 6) Medical Issues. Must be no obvious pending medical issues which might preclude commissioning.

II. Release from Military

However, prior to calling you to active duty, you must, in addition to meeting all of the standard requirements, obtain one of the following forms of release from the military:

- 1) Inter-service Transfer: Regular Component commissioned officers and Reserve Component

commissioned officers, serving full-time active duty

A concurrence for inter-service transfer from the respective Service Secretary is required. The officer applies for an inter-service transfer in accordance with the losing service's procedures. At the same time, the officer should apply for commissioning with the commissioned corps of the U.S. Public Health Service, using form PHS - 50 (Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps). If the Service Secretary concurs and the military officer is full cleared for appointment with the Commissioned Corps of the U.S. Public Health Service and the Division of Commissioned Personnel has received form PHS-1662, "Request for Personnel Action - commissioned Officer," from an Operating Division/program, we can prepare the inter-service transfer call to active duty personnel order.

2) Conditional Release: Regular component commissioned officers and reserve component commissioned officers, serving full-time active duty.

For personal reasons, some full-time active duty military applicants opt to resign their commission with their military service in lieu of executing an inter-service transfer. It is recommended that an officer in this category obtain a conditional release. Once the military officer is fully cleared for appointment with the Commissioned Corps of the U.S. Public Health Service and the Division of Commissioned Personnel has received form PHS-1662, "Request for Personnel Action - Commissioned Officer," from an Operating Division/program, you will be advised to obtain a discharge from the military service. We do not recommend that you obtain your actual discharge until we have issued you an offer of commission via an "acceptance letter."

As a possible alternative to a conditional release, you may wish to consult with your military personnel officer about the possibility of rendering an unqualified resignation, **contingent upon acceptance into the Commissioned Corps of the U.S. Public Health Service**. This allows you to retain your military commission in the event that we do not call you to active duty. It also reduces delays in obtaining your military discharge in the event that you meet all of our criteria for appointment and call to active duty.

3) Conditional Release: Reserve component, not full-time active duty

Conditional Release is sufficient for all officers in a reserve component who are not on full time active duty. When applicants in this category are fully cleared for commissioning and we are in receipt of a conditional release, along with all other required documents, we prepare the call to active duty personnel order, sending a copy of it along with a copy of the oath of office to the reserve command. The reserve command issues the discharge order effective the date prior to our call-to-active-duty date.

III. Additional Information/Time Frames/Contacts

- 1) The inter-service transfer offers the following advantages:
 - o You are guaranteed your current military pay grade.
 - o There will be no break in service or change in basic pay, retirement eligibility date, etc.
 - o You receive the Dislocation Allowance entitlement if a Permanent Change of Station move occurs.

- o All unused leave is transferred.

2) DoD Directive 1300.4 dated April 2, 1984 is the authority for inter-service transfers and applies to all of the Military Departments and by agreement with the Secretaries of Transportation, Commerce, and Health and Human Services, to the Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), and the Commissioned Corps of the U.S. Public Health Service (PHS).

3) The military services typically require 3 to 5 months to process a request for inter-service transfer and 2 to 3 months to process a request for resignation/discharge. It may take several weeks to several months to obtain a conditional release from the reserve component (e.g. Individual Ready Reserve, Troop Program Unit, National Guard, etc.)

IV. Questions

If you have questions about transferring to the PHS, you may call on one of the technicians in our Transactions and Applications Section (TAS) for assistance at (301) 594-3544 or toll free at 877-INFO-DCP (or 1-877-463-6327). We work on an alphabet system; simply give your last name and you will be referred to the correct technician for assistance.